

AGREEMENT

Between

BOROUGH OF BRADLEY BEACH

And

UNITED FOOD & COMMERCIAL WORKERS UNION

(UFCW) LOCAL 56, AFL-CIO

January 1, 2003 through December 31, 2005

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ARTICLE I

MANAGEMENT RIGHTS

- A. The Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitutions of the State of New Jersey and of the United States, including but without limiting, the generality of the foregoing and the following rights.
1. The executive management and administrative control of the Employer and its properties and facilities and activities of its employees utilizing personnel methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Employer.
 2. To make rules of procedure and conduct; to use improved methods and equipment; to determine work schedules and shifts, as well as duties, to decide the number of employees needed for any particular time; and to be in sole charge of the quality and quantity of the work required.
 3. The right of management to make such reasonable rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety and/or the effective operation of the Department after advance notice thereof to the employees and to require compliance by the employees.
 4. To hire all employees, whether permanent, temporary or seasonal, to promote, transfer, assign or retain employees.
 5. To set rates of pay for temporary or seasonal employees.
 6. To suspend, demote or take any other appropriate disciplinary actions against any employee for good and just cause according to law.
 7. Nothing contained therein shall prohibit the Employer from contracting out any work.
 8. To lay off employees in the event of lack of funds or under conditions where continuation of such work would be inefficient and non-productive.
 9. The Employer reserves the right to all other conditions of employment not reserved to make such changes as it deems desirable and necessary for the efficient and effective operation of the departments involved.
- B. In the exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Employer, the adoption of policies, rules, regulations, and practices in the furtherance therewith, and the use of judgement and discretion in connection

therewith, shall be limited only by the specific and expressed terms hereof in conformance with the Constitutions and Laws of New Jersey and of the United States.

- C. Nothing contained herein shall be construed to deny or restrict the Employer of its rights, responsibilities and authority under RS 40A:1-1, et seq., or any national, state, county, or local laws or regulations.
- D. The parties recognize that the exercise of managerial rights is a responsibility of the Employer on behalf of the taxpayers and that the Employer cannot bargain away or eliminate any of its managerial rights. No grievance may proceed beyond step One herein unless it constitutes a controversy arising over the application or alleged violation of negotiable terms and conditions of employment.

ARTICLE II

MAINTENANCE OF WORK OPERATIONS

- A. The Union hereby covenants and agrees that during the term of this Agreement, neither the Union nor any person acting on its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty or will full absence of any employee from his position, or stoppage of work or absence in whole or in part, from the full, faithful and proper performances of the employee's duties of employment), work stoppage, slowdown, walkout, or other illegal job action against the Employer. The Union agrees that such action would constitute a material breach of the Agreement.
- B. In the event of a strike, slowdown, walkout or job action, it is covenanted and agreed that participation in any or all such activity by any Union member shall entitle the Employer to invoke any of the following alternatives:
 - 1. Withdrawal of dues deduction privileges.
 - 2. Such activity shall be deemed grounds for termination of the Employee or Employees.
- C. The Union agrees that it will make every reasonable effort to prevent its members from participating in any strike, work stoppage, slowdown or other activity aforementioned or from supporting any such activity by any other employee or group of employees of the Employer or that the Union will publicly disavow each action and order all such members who participate in such activities to cease and desist from same immediately and to return to work, and take such other steps as may be necessary under the circumstances to bring about compliance with the Union order.
- D. Nothing contained in the Agreement shall be construed to limit or restrict the Employer in its right to seek and obtain such judicial relief as it may be entitled to

have in law in equity for injunction or damages, or both, in the event of such breach of the Union by its members.

ARTICLE III

GRIEVANCE PROCEDURE

- A. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to problems which may arise affecting the terms and conditions of employment under this Agreement.
- B. Nothing herein shall be construed as limiting the right of any employee having a Grievance to discuss the matter informally with any appropriated member of the Department. Nothing contained herein shall prohibit the parties from raising a timeliness argument under this Article.
- C. With regard to the employee, the term "grievance" as used herein means an appeal by an individual employee or group of employees, from the interpretation, application or violation of this Agreement. With regard to the Employer, the term "grievance" as used herein means a complaint or controversy of the negotiable terms and conditions of this Agreement.
- D. The following constitutes the sold and exclusive method of resolving grievances between the parties covered by this Agreement, and shall be followed in its entirety unless any step is waived by mutual consent.

Step One: The Union shall constitute written action the provisions hereof within five (5) calendar days after the event giving rise to the grievance has occurred, and an earnest effort shall be made to settle the differences between the aggrieved employee and the Department Head for the purpose of resolving the matter informally. The written grievance at this Step shall contain the relevant facts and the summary of any preceding oral discussion, the applicable section of this contract violated, and the remedy requested by the grievant. The immediate supervisor of his designated representative will answer the grievance in writing within five (5) calendar days of receipt of the written grievance. Failure to act in writing within said five (5) calendar days by the grievant shall be deemed to constitute an abandonment of the grievance.

Step Two: If the Union wishes to appeal the decision of the Department Head, such appeal shall be presented in writing to the Mayor and/or his designee within five-(5) workdays thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Mayor and/or his designee shall respond in writing to the grievance within thirty (30) calendar days of the submission. Such decision shall be final and binding upon the parties.

- E. Upon prior notice and authorization of the Department Head, the designated Union representative shall be permitted to confer with employees and the Employer on

specific grievances in accordance with the grievance procedure set forth herein during work hours of the employees, without loss of pay, provided the conduct of said business does not diminish the effectiveness of the Employer or require the recall of off-duty employees.

- F. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, then the grievance shall be deemed to have been abandoned. If the grievance is not process to the next succeeding step in the grievance procedure within the time limits prescribed thereunder, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits for proceeding with the grievance at any steps in the grievance procedure.
- G. The Union has the right for arbitration for grievances if necessary.

ARTICLE IV **SALARIES/LONGEVITY**

- A. Employees hired before January 1, 1995, shall receive longevity pursuant to the following schedule:
 - 1. One to be completion of four years of employment, zero (0) percent of base salary.
 - 2. Five to the completion of eight years of employment, four (4) percent of base salary.
 - 3. Nine to the completion of twelve years of employment, six (6) percent of base salary.
 - 4. Thirteen to the completion of sixteen years of employment, eight (8) percent of base salary.
 - 5. Seventeen to the completion of twenty years of employment, ten (10) percent of base salary.
 - 6. Completion of twenty-one years of employment, twelve (12) percent of base salary.
- B. Employees hired after January 1, 1995, shall receive longevity pursuant to the following schedule:

1. One to the completion of four years of employment, Zero (0) percent of base salary.
2. Five to the completion of eight years of employment, two (2) percent of base salary.
3. Nine to the completion of twelve years of employment, four (4) percent of base salary.
4. Thirteen to the completion of sixteen years of employment, six (6) percent of base salary.
5. Seventeen to the completion of twenty years of employment, eight (8) percent of base salary.
6. Completion of twenty-one years of employment, ten (10) percent of base salary.

C. Clerical employees shall work a thirty-five-- (35) hour workweek.

D. New employees in the Public Works and Clerical Department shall receive an increase in salary pursuant to the following schedule:

Probation - \$22,000 for 2003, 2004, 2005.

1. 1st year - \$24,500 for 2003, 2004 and 2005.
2. 2nd year - \$27,000 for 2003, 2004 and 2005.
3. 3rd year - \$29,500 for 2003, 2004 and 2005.
4. 4th year - \$32,000 for 2003, 2004 and 2005.
5. 5th year - \$34,500 for 2003, 2004 and 2005.

E. All Local 56 members will receive the following increases in their existing salary guidelines: (Retroactive to January 1, 2003)

1. 2003 -three and one half (3 ½) percent.
2. 2004 -three and one half (3 ½) percent.
3. 2005 -three and one half (3 ½) percent.
4. Gail Krzyzczuk, Assistant Administrator of the RCA program of the Borough of Bradley Beach, a portion of Mrs. Krzyzczuk's salary is obtained as a result of the RCA position. If the completion of the RCA program is after December, 2003 but prior to December 31, 2005, the Borough of Bradley Beach will compensate our member with the same amount that the program awarded to Mrs. Krzyzczuk.

5. Kelly Wright, Certified Municipal Court Administrator, this Union member is to receive \$2,333.00 added to her base salary on January 1, 2004, which reflects the last installment of a raise agreed upon in 1999.

F. Public Work Department

1. The following three (3) Public Works employees to receive a one time increase of \$3,000.00 to their base salary for the year 2004:
Ronald Long, Patrick Allen and Thomas Ricco.
2. Thomas Ricco will receive his step raise for 2004 with the \$3,000.00 one time increase to his base salary.
3. Morris Draheim, Jr. will receive a one-time increase of \$1,500.00 to his base salary for the year 2004.

- G. All employees in the Public Works Department shall be classified as CDL Operator/Laborer and/or mechanic. The starting day rate shall be \$22,000. The Employer in its sole prerogative reserves the right to give the employee a higher starting salary to reflect previous work experience.

- H. Dispatcher shall receive a lump sum payment of \$450.00 prior to Christmas 2003, 2004, and 2005, as compensation for their working nights as a night differential. The Dispatcher assigned by the Mayor to engage in police duties such as Terminal Agency Coordinator (TAC) shall be paid an additional \$250.00 per year. (one dispatcher per year.

- I. Clothing Allowance
Dispatchers: clothing allowance of \$625.00 for 2003, 2004 and 2005.
Public Works employees: clothing allowance of \$850.00 for 2003, 2004 and 2005.

- J. Dispatchers can continue to receive holiday pay for the 13 recognized Holidays or at their option they can elect to be paid for 6 ½ days and receive 6 ½ days off.

ARTICLE V

OVERTIME

- A. Overtime shall be paid for all work performed in excess of forty (40) hours per week at the rate of one and one half (1 ½) times the computed hourly rate. Hours of work shall be as defined under the FLSA. Overtime shall be paid for all work performed in excess of eight (8) hours per workday. Full-time employees shall not be paid overtime until said employees have worked the hours specified above.

- B. Overtime work will be kept to a minimum, except in cases of emergency, and must be authorized in advance by the Department Head. The reasons for granting of overtime shall be noted on the time report and certified by the Department Head.
- C. Overtime shall be computed and payment made on the following basis.
 - 1. Fifteen (15) minutes or less - No Pay.
 - 2. Sixteen (16) through thirty (30) minutes - one half (1/2) hour of pay.
 - 3. Thirty-one (31) through sixty (60) minutes - one (1) hour of pay.
 - 4. Time cards shall be used to determine actual time worked.
- D. Working hours and daily schedules of employees shall be arranged to fit the needs of the Employer. There is no guarantee of overtime hours. Employees will be required to work overtime and during non-scheduled periods when the necessities of the Employer demand such work. In administering the requirement to work overtime the Employer will make a reasonable effort to excuse employees who have personal commitments. This will not reduce the employee's obligation to work overtime when assigned.
- E. The Employer reserves the right to assign extra duty based upon reverse seniority.
- F. Public Works employees, who are required to work overtime during the summer weekends (4/15-9/15) will use a swing weekend system at a rate of \$75.00 for the weekend. A minimum of 2 hours overtime is paid if called in on an emergency, except sewer jobs. The exception being any employee who had to clean the beach the night prior should not be called the next day.
- G. Part-time employees should not be called in for overtime before regular employees.
- H. Public Works is to institute a seniority list when calling for overtime.

ARTICLE VI VACATIONS

- A. Regular, Full Time Local 56 Union Members shall receive vacation credits as follows:

1. One year to five years of service	-	12 Vacation days
2. Six years to ten years of service	-	15 Vacation days
3. Eleven years to fifteen years of service-		17 Vacation days
4. Sixteen years to Twenty years of service-		20 Vacation days
5. Twenty one years + of service	-	22 Vacation days (Maximum)
- B. Vacation days, Personal days and Floating Holidays may not be accumulated and must be used by April 1st of the following year they were awarded. If a member fails to use all Vacation & Personal days and Floating Holidays by April 1st of the following year, they will lose the Vacation days, Personal days & Floating Holidays.

- C. Any employee who is on a leave of absence (i.e., injury leave, workers' compensation, or unpaid leave) shall have his vacation leave for the year prorated for the time absent.
- D. Changes in the scheduling of vacations will not be permitted without the prior approval of the Department Head.
- E. If, for any reason, an employee's vacation is cancelled or not taken as scheduled, the vacation may be rescheduled pending approval of the Department Head.

ARTICLE VII

SICK LEAVE

- A. Sick leave shall mean paid leave that shall be granted to an employee who:
 - 1. Through sickness or injury becomes incapacitated to a degree that makes it impossible for the employee to perform the duties of the employee's position.
 - 2. Is quarantined by a physician because the employee has been exposed to a contagious disease.
 - 3. Has a need to visit a medical professional during municipal business hours. Sick leave shall not be allowed for such things as ordinary dental care, not for any other professional services that may normally be scheduled within the employee's regular off time. The utilization of sick leave for elective medical procedures will not be considered without sufficient medical evidence to substantiate the necessity of scheduling the medical or dental services during the workday.
 - 4. A day, for the purpose of sick leave, shall be equal to the normal number of hours worked by the employee.
- B. Eligibility:
Part-time employees shall not be eligible for sick leave.
- C. Amount of Leave:
Each full-time employee, who is eligible for sick leave, shall receive fourteen (14) days per calendar year earned on a monthly basis. (1.667 days per month). No sick leave shall be taken during the first three- (3) month of employment. Employees may accumulate up to a 29-day limit. Any unused sick time above 29 days will be banked for the use by the employee in the event of an extended illness. To use banked sick time, it must be recommended by the Personnel Committee and then approved by the Council on a case-by-case basis.

D. Reporting

Employees shall notify their Department Head as early as possible, but no later than two (2) hours prior to the start of a shift.

The employee reporting for sick leave shall notify the Department Head of:

1. The nature of the illness.
2. The telephone number where the employee may be contacted during sick leave.
3. The expected duration of sick leave, if known.

The supervisor shall record this information on the appropriate sick leave form. Failure to notify the Department Head may be cause for disciplinary action. An employee who is absent and fails to notify the Department Head could be subject to progressive discipline up to and including discharge.

E. General:

1. Habitual absenteeism may be cause for discipline up to and including discharge.
2. During protracted periods of illness or disability of an employee, the Employer may require interim reports on the condition of the patient from the attending physician and/or a Borough medical physician.
3. The Employer reserves the right, in such cases where there is a difference of professional opinion between the Borough physician and the personal physician, to require the employee to submit to an examination by a third doctor.
4. When under medical care, the employees are expected to conform to the instructions of the attending physician if they wish to qualify for salary payment during such periods of illness or disability.
5. No employee shall be allowed to work and endanger the health and well being of other employees and, if the employee's condition warrants, the employee may be directed to the Borough physician for an opinion as to their fitness for duty.
6. Sick leave with pay shall not be allowed under the following conditions:
 - a. When the employee under medical care fails to carry out the orders of the attending physician.
 - b. When, in the opinion of the Borough medical physician, the employee is ill or disabled because of self-imposed contributory causes or actions.
 - c. When, in the opinion of the Borough medical physician, the disability or illness is not sufficient severity to justify the employee's absence from duty.

- d. When the employee does not report to the Borough physician, as directed.
7. In charging an employee with sick leave, the smallest unit to be considered is one-half (1/2) of a working day.
 8. Once sick leave is exhausted, an employee is classified "unpaid sick" and all other aspects of this sick leave policy remain in effect.
 9. Once sick leave is exhausted, an employee may be eligible to receive state or federal disability payments, including Social Security. An employee applying for disability benefits is required to furnish proof of application to the Employer along with proof of receipt or denial of such benefits.
- F. Sick Leave Confinement Restriction:
If an employee is absent for reasons that entitle the employee to sick leave or the employee is on workers' compensation leave because of an injury sustained during his/her employment, the employee shall remain at his/her place of confinement during the period in which he/she is scheduled for work on the day (s) in question, with the following exceptions.
1. To report for medical attention, doctor's office or hospital.
 2. To engage in the exercise of his/her right to vote or attend religious services.
 3. If an emergency necessitates his/her absence.
 4. The Department Head may telephone the employee, who has reported off on sick leave or is on workers' compensation leave, at his/her place of confinement during the scheduled workday (s).
- G. Sick Leave Incentive Plan
All employees who have taken less than two (2) sick days leave in any calendar year shall receive additional vacation days in the ensuing year in accordance with the following:
1. Zero (0) sick days taken - Two (2) additional vacation days.
 2. One (1) sick day taken - One (1) additional vacation day.
- Said employee shall receive three (3) extra vacation days for the second year and three (3) extra vacation days for each consecutive, continuous year thereafter if no sick leave is taken in any such year.
- H. Sick Leave Payment at Retirement
For retirement purposes, each unused sick day shall be capped at \$75.00 per unused sick day. Employees who presently have less than fifteen (15) years of service with

the Employer will receive upon their 25-year retirement, a cash settlement of \$1,500. (\$75.00 per day x 20 days.) Employees who presently have more than fifteen (15) years of service with the Employer will receive upon their 25-year retirement, a cash settlement of \$75.00 per day for each day of unused sick time (not to exceed twenty-nine (29) days.) For comparison, a salary of \$40,000. Per year equals \$153.85 per day.

Sick bonus days are not included in the cash settlement.

- I. Public Works employees are to submit all sick and vacation time cards directly to the Business Administrator who will keep track of their time.

ARTICLE VIII

FUNERAL LEAVE

- A. In the event of death in an employee's immediate family, the employee shall be granted time off without loss of pay from the day of death up to and including the day of the funeral, but in no event shall said leave exceed three (3) calendar days.
- B. The "immediate family" shall include only spouse, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, grandmother, grandfather or relative living with the employee.
- C. The Employer may require reasonable verification of the event.
- D. Such bereavement leave is not in addition to any holiday, day off, vacation leave, or compensatory time off falling within the time of bereavement.
- E. An employee may make a request of the Department Head or his designated representative for time off without pay to attend a funeral separate and distinct from bereavement leave, which approval shall not be unreasonably withheld.

ARTICLE IX

INSURANCE

- A. Full Health Insurance for all Union employees, to include health, dental and prescription. Any employee hired after 1/1/00 is entitled to single health benefits only.
- B. The Employer has the right to change insurance carriers or institute a self-insurance program so long as a substantially similar level of benefits is provided.
- C. The Employer agrees to provide medical insurance benefits provided in 1992. Effective December 1, 1994, or as soon as possible thereafter, employees shall be

enrolled in the UFCW Prescription Plan and the "Employer" plan shall be discontinued. Part-time employees are not entitled to medical insurance.

- D. January 1, 2000, any new hires will receive single coverage for health benefits only. The employee shall pay for Dental and Prescription coverage.
- E. The Borough agrees to pay for the UFCW Prescription Plan and Vision coverage for which the cost is: 2003 - \$136.52;
2004 - \$163.32
2005 - \$175.00
- F. If it is determined that the Borough of Bradley Beach is responsible for the payment of disability benefits/back compensation of benefits for some bargaining units, then all bargaining units will be compensated accordingly.
- G. The Borough has the right, at any time, to renegotiate the contract to discuss all health benefits, if a plan arises with identical coverage at a lesser cost.
- H. As of January 1, 2000, the Employer will allow all employees to be enrolled in New Jersey State Disability Insurance.

ARTICLE X

HOLIDAYS

- A. Definition – Holiday may include those days established annually by a resolution of the Borough Council and may include recognized national, state or local holidays.
- B. There shall be 12 holidays per year. One (1) floating holiday (Martin Luther King's Birthday) with two (2) additional floating holidays. Total of twelve (12) Holidays including three- (3) floating holidays.
- C. Any employee who is on leave of absence (i.e. injury leave, workers' compensation or other unpaid leave) shall not be eligible for paid holidays, which fall during the employee's leave of absence (i.e. injury leave, workers' compensation or other unpaid leave.)

ARTICLE XI

WORK-INCURRED INJURY

- A. Employees, who are injured, whether slightly or severely, while working, must make an immediate report within eight (8) hours thereof to the Department Head.

- B. Employees may not return to work without a certification from the attending physician that he/she is capable of returning to work.
- C. If an employee becomes injured while at work, he shall promptly obtain first aid or medical attention, if needed. He shall then report to his Department Head, who shall then determine if the injury or disability was sustained in the proper performance of duty and make a full report. Unless the injury is very minor, the Department Head shall file a workers' compensation claim and report the injury to the employee's retirement system so that his right to insurance and possible disability retirement is protected.
- D. When an employee is injured in the line of duty, the Employer shall provide the employee with a leave of absence for up to three (3) months with take-home pay equal to that which would be provided to the employee if the employee continued working at regular pay without overtime, holiday or other pay. When such action is taken, the employee shall not be charged any sick leave for time lost due to such particular injury.
- E. If an employee fails to return to work for full-time employment within six (6) months of a work-related injury, he/she may be terminated from employment.

ARTICLE XII

MILITARY LEAVE

- A. Any full-time employee, who is a member of the National Guard, naval militia, Air National Guard or a Reserve component of any of the Armed Forces of the United States is required to engage in field training shall be granted a military leave of absence with pay for the period of such training as is authorized by law. This paid leave of absence shall be in addition to his/her vacation.
- B. When an employee not on probation has been called to active duty or inducted into the military or naval forces of the United States, he/she shall automatically be granted an indefinite leave of absence without pay for the duration of such active military service and all employee benefits shall cease. Such an employee shall be reinstated without loss of privileges or seniority accrued to the last day worked, provided he/she reports to work with the Employer within sixty (60) days following his/her honorable discharge from the military service and provided he/she has not voluntarily extended the length of his/her military service.
- C. If the military service occurs during a time of war, reinstatement will be allowed up to three (3) months after the date of honorable discharge unless the employee is incapacitated at the time of discharge, in which case reinstatement will be allowed up to three (3) months following his/her recovery so long as the recovery occurs within two (2) years from the date of discharge.

ARTICLE XIII
LEAVE OF ABSENCE WITHOUT PAY

- A. The employee may request a leave of absence without pay, not to exceed thirty (30) calendar days, by submitting in writing all facts bearing on the request to his/her Department Head, who will append his/her recommendations and forward the request to the Borough Clerk. The Employer will consider each such case on its own merits and a decision in one case shall in no event be deemed to have established a precedent in another. Any request for extension of time shall be at the discretion of the Employer. Such leave of absence shall not be deemed to be part of the term of employment. Holidays occurring within the period of an excused absence or leave of absence are part of the absence if the employee is not available for work. Such decision shall be non-grievable.
- B. Maternity Leave
Each pregnant employee shall receive a six- (6) week maternity leave with pay.

ARTICLE XIV
DISCRIMINATION AND COERCION

- A. The Employer and the Union agree that there shall be no discrimination against any employee because of age, race, creed, color, religion, marital status, sex, national origin or political or union affiliation.
- B. The Employer and the Union agree that all employees covered under the Agreement have the right without fear of penalty or reprisal to form, join, and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the Employer or the Union against any employee because of the employee's membership or non-membership in the Union.

ARTICLE XV
PROBATIONARY PERIOD

All employees hired or promoted during the term of this Agreement shall serve a probationary period of one (1) year from the date of hire. During this probationary period, the Employer reserves the right to demote a probationary employee for any reason. An employee, if demoted, shall not have recourse through the grievance procedure set forth in this Agreement. The probationary period may be extended at the discretion of the Department Head for a period of forty-five (45) days with notification being given to the Union and the employee.

ARTICLE XVI

SEPARABILITY AND SAVINGS

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provision or applications shall continue in full force and effect.

ARTICLE XVII

PERSONAL DAYS

- A. Employees covered under this Agreement shall be allowed five (5) days of personal business leave annually with the approval of the Department Head. The form for requesting such leave shall contain a list of possible reasons for which such leave may be taken, as follows:
1. Religious ceremony involving child or grandchild.
 2. Marriage of a member of employee's immediate household.
 3. Graduation of a child, spouse or self.
 4. House closing.
 5. Religious holiday.
 6. Birth of child to spouse or to a child of the employee.
 7. Comprehensive examination for a degree.
 8. Visitation of a college to which the employee or child of the employee is contemplating attending.
 9. Emergency, such as fire, flood or robbery at home.
 10. Other, for which a specific reason must be given and which shall be subject to approval at the sole discretion of the Department Head.
- B. A personal business day application, except in cases of emergency, shall be made at least five (5) working days prior to the personal day to be taken.
- C. The employee making his/her application for personal business leave must indicate which of the aforementioned reasons the day is being taken.

- D. The application form shall contain a specific acknowledgement by the employee that personal leave may not be taken for the purposes of recreation.
- E. Personal days shall not be taken on a day immediately prior to or on the day immediately after a holiday or vacation day.

ARTICLE XVIII

OUTSIDE EMPLOYMENT

Employees will not be permitted to engage in outside employment, which conflicts with their responsibility to the Employer. Employees will be permitted to engage in outside employment if it does not constitute a conflict of interest and is work that would not be performed during the employee's normal tours of duty with the Employer. However, the employee recognizes his/her primary employment responsibility to this Employer and will therefore be available, immediately following tours of duty, upon reasonable notice by the Employer, if he/she is called back to perform service on an emergency basis at hours other than during his/her normal tour of duty. Employees will be advised by the Department Head of the location, nature and times of such outside employment, which is conducted on a continuing basis, so that the Department Head may recall them back to work in the event of an emergency. Such outside employment is subject to the issuance of a work permit at the sole discretion of the Department Head. Such a request shall not be unreasonably denied.

ARTICLE XIX

JURY DUTY

- A. An employee who is required to serve as a grand or petit juror shall be paid his/her regular rate of pay by the Employer. Any compensation the employee receives as a juror shall be returned to the Employer.
- B. Procedure: An employee who is summoned for service as a grand or petit juror shall immediately provide his/her Department Head with a copy of the summons so that arrangements may be made to cover his/her assignments.
- C. If the employee is released prior to 3:00 PM from jury duty, he/she shall return to work.

ARTICLE XX

SHOP STEWARD

- A. The Union shall notify the Employer in writing as to the names of the Chief Steward and the Alternate Chief. No more than one (1) Chief Steward and one (1) Alternate Chief is to be designated by the Union. In addition, the Union will designate one (1) Department Steward, who will represent all Departments in the Union.
- B. The Department Steward shall be permitted to visit with employees during working hours at their work stations for the purpose of investigating grievance matters by obtaining prior permission from the Department Head of the Department. Such permission will be granted as long as the work of the Department is not impaired.
- C. The Steward shall not give orders to employees nor countermand orders or supervisory personnel.

ARTICLE XXI

CHECK-OFF

- A. If authorized voluntarily in writing to the proper disbursing officer of the Employer, an employee subject to this Agreement, who is a member of the Union, may indicate his desire to have deductions made from his compensation for the purpose of paying usual, customary and uniform dues to the Union.
- B. A check-off shall commence for each employee who signs a properly dated authorization card, supplied by the Union and approved by the Employer, during the month following the filing of such a card with the Employer but no later than thirty (30) days after commencement of employment.
- C. The Union agrees to furnish the Employer with a copy of its "demand and return system", which must be established and maintained by the Union in accordance with the law.
- D. The Union shall indemnify, defend and save the Employer harmless against any and all claims, demands, suits or other forms of liability that arise out of or by reason of any action taken in making deductions and remitting same to the Union pursuant to this Article.
- E. Any written authorization required herein may be withdrawn at any time by the filing of a notice of such withdrawal with the above-mentioned disbursing officer. Deduction authorization cannot again be effected for a period of three (3) months.

ARTICLE XXII
SENIORITY, LAYOFFS AND RECALLS

- A. Employees shall be laid off in the order of least total employment seniority provided, however, that the more senior employee must be capable and qualified to perform the available work. Seniority shall be defined as an employee's total length of continuous full-time service with the Employer, beginning with the last date of hire.
- B. Notice of re-employment to an employee, who has been laid off, shall be made by Certified Mail to the last known address of such employee.
- C. Each employee is required to notify the Employer of any change of address and/or telephone number within two (2) working days of said change.
- D. Employees shall retain recall rights for a period of one (1) year from the date of layoff. Upon notice of recall, employees shall, within thirty-six (36) hours, make arrangement with the Employer for their return to work. Employees shall be required to return to work within ten (10) days from the notice of recall.

ARTICLE XXIII
FULLY-BARGAINED PROVISION

- A. The Employer and the Union agree that this Agreement is the complete agreement between them and that no other understandings or agreements and no past practices shall be binding on the Employer or the Union during the term of this Agreement unless agreed to in writing between the Employer and the Union subsequent to the date of execution of the Agreement.
- B. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues, which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- C. It is the intent of the parties that the provisions of this Agreement, except where noted in this Agreement, will supersede all prior agreements and understandings oral or written, expressed or implied, between the parties and shall govern their entire relationship and shall be the sole source of any and all rights or claims which may be asserted. The Union, for the life of this Agreement, hereby waives any rights to request to negotiate or bargain with respect to any matters contained in this

Agreement. It is mutually understood that this clause is a clear waiver as to any right or claim not expressed in any agreement.

- D. This Agreement is separate and distinct from and independent of all other agreements entered into between the Union and other employer organizations, irrespective of any similarity between this Agreement and any such other agreement. No act or things done by the parties to such other agreements, or notices given under the provisions thereof, shall change or modify this Agreement or in any manner affect the contractual relationship or the parties hereto
- E. This Agreement shall not be modified in whole or in part by the parties, except, except by an instrument in writing only executed by both parties.

ARTICLE XXIV

DISPATCHERS

HOURS AND OVERTIME

- A. The annual work schedule shall consist of not more than two hundred sixty (269), eight (8) hour shifts per year. Any time worked beyond the said amount shall be considered overtime. At the option of the employee, any time over and above 260 shifts shall be taken as adjust-time off or be paid overtime. Employees who are required to work overtime will be compensated at the rate of time and one-half of the normal hourly rate of pay of the said employee.
- B. Any employee recalled during times other than his regular tour of duty, shall be guaranteed a minimum of two (2) hours overtime at the rate provided therein.
- C. Employees shall have the option to request pay or compensatory time off. Compensatory time off requested in lieu of overtime pay shall be issued one and one-half (1 ½) times the actual hours worked in overtime, not to exceed a maximum accumulation of eighty (80) hours. Compensatory time off shall be granted at the discretion of the Chief of Police or his designee.
- D. Compensation for overtime shall be paid to employees at the end of the pay period in which this overtime was worked.
- E. If in the event that an employee should have to attend a court appearance(s) whether municipal, superior or civil, which related to a matter involving the employees direct involvement with the police department, he shall be paid overtime at the rate provided herein with the minimum recall time of two (2) hours. (An employee who is required to serve as a grand or petit juror shall be paid his regular rate of pay by the Employer. If the employee is released prior to the time end of his regular tour of duty, he shall return to work.)

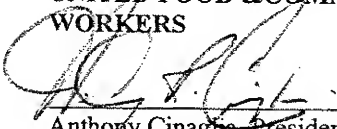
- F. Any employee attending a school shall be paid straight time providing the school is scheduled during times other than the employee's regular tour of duty. Straight time shall be paid at the rate provided herein.
- G. The Chief of Police or his designee may, from time to time, call general meetings for the purpose of instruction and/or procedural guidance and information excluding any formal training. Such meetings shall not exceed six (6) meetings per calendar year. Any additional meetings called by the Chief of Police or his designee in an excess of six (6) meetings per calendar year, shall permit any attending employee to be paid overtime at the rate provided herein.
- H. Any employees requested to attend in-house department training, such as computer instruction, shall be paid straight time not overtime.
- I. Employees may have the option to accept a mutual switch in shifts with another employee providing the shift is covered and the Chief of Police or his designee approves the change within eight (8) hours before the respective shift is to begin.
- J. Dispatchers are to receive a twenty- (20) minute dinner/lunch break.

ARTICLE XXV
DURATION

This Agreement shall be in full force and effect as of January 1, 2003 and remain in effect to and including December 31, 2005, without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, until one party or the other gives notice, in writing, no sooner than one hundred fifty (150) days nor later than one hundred twenty (120) days prior to the expiration of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals at Bradley Beach, New Jersey, on this _____ day of _____ 2003

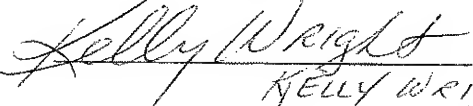
**UNITED FOOD & COMMERCIAL
WORKERS**



Anthony Cinagna, President



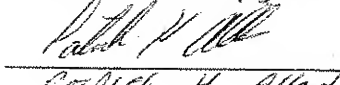
Fred Sultan, Business Agent



KELLY WRIGHT

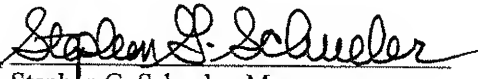


EMIL O. KUZNETSOV

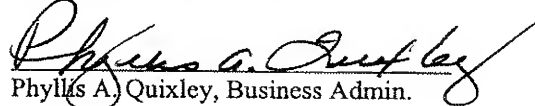


PATRICK H. ALLEN

BOROUGH OF BRADLEY BEACH



Stephen G. Schueler, Mayor



Phyllis A. Quixley, Business Admin.
